

Document Ordering 101—Using the NIH Library Catalog to Place an Order

A fast, easy way to request a photocopy of an article or borrow a book is to use the request feature in the NIH Library's **Online Catalog**. The catalog can be accessed using **telnet** (<telnet://nih-library.nih.gov>) or via our newer **Web interface** at (<http://nih-library.nih.gov>). Links to both versions of the catalog are available from the **NIH Library Web page** at <http://nihlibrary.nih.gov>.

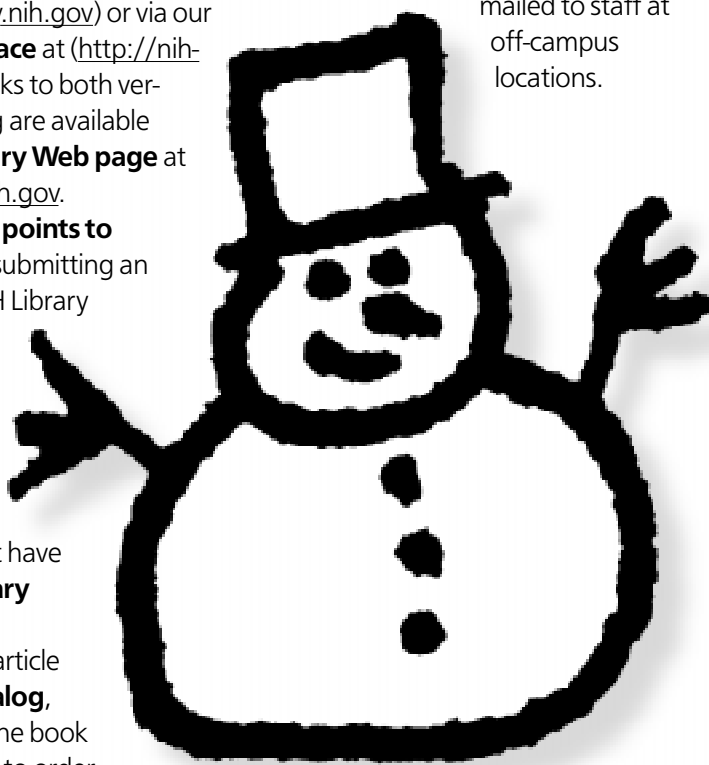
There are **two points to remember** when submitting an order using the NIH Library Catalog. Documents ordered must be from a book or journal title **in the NIH Library collection**, and you must have a current **NIH Library barcode**.

To request an article from the **Web catalog**, type in the title of the book or journal you wish to order. When the record appears, scroll to the bottom of the screen and select the "Request item" link, then fill in the **online request form** and select the button "Submit above information".

To request an article from the **telnet version** of our catalog, type in the book or journal title you wish to order. When the record appears, type in a **+ sign** to display additional options, and choose **G for request item**. You may also enter a **G immediately**

without typing in the + sign first. You will be prompted for ordering information. Upon completing the ordering information, answer "yes" to submit your document order.

You may submit up to **10 document requests per working day**. Journal articles will be mailed to you. Upon notification, books can be picked up by on-campus staff at the NIH Library circulation desk. Books are mailed to staff at off-campus locations.



Winter Instruction

Four **full-day** series of **Electronic Resources Seminars** will be offered on Thursdays: January 15, February 5, February 26, and March 19.

January 15 and February 26

- 9:30 Searching for Biomedical Resources on the Web
- 11:00 PubMed
- 1:00 End Note Plus (Mac) and Reference Manager (Win)

➤ 2:30 *MathSciNet

February 5 and March 19

- 9:30 Searching for Biomedical Resources on the Web
- 11:00 Internet Grateful Med
- 1:00 Databases / Journals via Ovid
- 2:30 End Note Plus (Mac) and Reference Manager (Win)

**New to the seminar schedule is*

MathSciNet, a Web database providing access to over 55 years of Mathematical Reviews and Current Mathematical Publications from 1940 to the present.

In addition to the full day seminars, we will be offering seminars on **Beilstein**, an organic chemistry database.

Introduction to Beilstein

- Thursday, January 29, 12–1:30
- Monday, March 23, 12–1:30

All seminars will take place in the **NIH Library Training Room** on the lower level. No registration is required.

Reference Manager Upgrade

For current users of Reference Manager Version 8 in Windows 95/NT, it's already time for an upgrade!

Download Reference Manager Version 8.01 from the RIS World Wide Web site (<http://www.risinc.com/rm/rm801sup.html>). Sophisticated Reference Manager users will appreciate new features such as the ability to create reference indexes and abbreviated reference lists. In addition, journal name punctuation options are expanded. **Call the Library at 6-1080** with any questions as you follow the **download instructions** provided at the Web site.

Important Notice on Update Services

By utilizing the National Library of Medicine (NLM) **Automatic SDI service**, which originated in the 1970's, the NIH Library has been able to offer to NIH staff update services providing **current awareness searches** on specific topics. Recently, NLM has requested existing users of the Automatic SDI service to **add no new searches for automatic SDI's**. NLM will continue the current Automatic SDI service for at least several months, but it is slated to be discontinued mid-year 1998.

NLM is exploring ways to obtain the same information in a more timely and more individualized way, and at less expense. The NIH Library is also exploring **current awareness alternatives** for NIH staff.

MathSciNet Renewal

Access to mathematical information has proven to be a popular resource among NIH staff. The library received enough **positive feedback** on MathSciNet during its trial period to **continue a subscription to this database**. Thanks so much to all of you who responded to our request for comments. Continued access to



Setting your Sites

...on Professional Discussion Groups

Worldwide Healthcare Forums facilitates global interaction among **health care professionals** on over 200 specific topics via newsgroups.

Newsgroups are on-line discussion groups and provide an excellent way for health professionals to come together to exchange ideas and opinions.

In this Web site, topics are organized in categories and include nursing, patient care, administration, staffing, decision support, and specialty. The specialty category has 73 subject areas ranging from AIDS to urology and women's health. Designed specifically for medical professionals, visitors with multiple interests can **easily jump from topic to topic**. In addition, a search engine helps you to track down approximately 75,000 independent **listservs on the Web**.

Access: <http://www.healthcareforums.com>

MathSciNet on the Web is located at <http://www.ams.org/mathscinet>

Viewing mathematical symbols

To read the mathematical symbols in MathSciNet, you will need to have the **Ghostview viewer** installed on your computer. This can be found at <http://nihlibrary.nih.gov/HOWTO/ghostvie.htm>

Help with MathSciNet

For complete instructions on using MathSciNet, direct your browser to http://e-math.ams.org/msnhtml/search_help.html

Remember EMBASE

EMBASE is a biomedical database with strengths in the **European** and **pharmaceutical literature**. It is valuable searched on its own or as a complement to MEDLINE. Search EMBASE via the Ovid Web **Gateway** (<http://nih-library-databases.nih.gov>) or by downloading the **Ovid Windows interface** from the NIH Library's home page (<http://nihlibrary.nih.gov>). Your Institute abbreviation serves as both userid and password.

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LIBRARY HOURS

Mon-Thurs	7:45 a.m.-10:00 p.m.
Friday	7:45 a.m.-6:00 p.m.
Saturday	8:30 a.m.-6:00 p.m.
Sun & Hol	1:00 p.m.-5:00 p.m.

On some holidays, hours are 8:30 a.m. to 6:00 p.m. (announced in advance)

NIH LIBRARY

BUILDING 10, ROOM 1L25

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MEDLINE HELP DESK	496-1080
REFERENCE	496-2184
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<http://nihlibrary.nih.gov>